

MEETING MINUTES

**ECONOMIC DEVELOPMENT AUTHORITY (EDA)
OF JAMES CITY COUNTY (JCC)
5308 DISCOVERY PARK PARK BLVD. SUITE 203 CONFERENCE ROOM
WILLIAMSBURG, VA 23188
8:00 AM, THURSDAY, NOVEMBER 20, 2008**

1. CALL TO ORDER

The work session was called to order by Chairman Rinaldi at 8:00 AM.

2. ROLL CALL

A roll call identified the following members present:

Mr. Brien Craft
Mr. Douglas M. Gebhardt
Mr. Paul W. Gerhardt
Mr. Mark G. Rinaldi
Mr. Thomas Tingle
Mr. Marshall Warner

Also Present:

Mr. Don W. Broady, Jr., Williamsburg Jamestown Airport
Mr. Walter Cooper, Citizen
Mr. Tucker Edmonds, Chesapeake Bank
Mr. Jeremy Keeler, EDA Fiscal Agent
Mr. James G. Kennedy, Board of Supervisors (BOS) Liaison to EDA
Ms. Cortney Langley, Virginia Gazette
Mr. Scott Logan, Citizen
Mr. Alan Melten, Citizen
Ms. Laura A. Messer, EDA Recording Secretary
Mr. Tom Page, GS Virginia/Stonehouse
Mr. Leo Rogers, EDA General Counsel
Mr. Keith A. Taylor, EDA Secretary
Mr. Paul Volk, Citizen
Mr. Fred Westphal, Goodman & Company
Mr. Steven T. Yavorsky, Assistant EDA Secretary

Absent:

Ms. Leanne DuBois
Ms. Carla Brittle, Business Facilitator, JCC

3. **APPROVAL OF MINUTES**

Mr. Rinaldi asked if there were any changes to the September and October 2008 minutes and Ms. Messer stated that Mr. Gerhardt had noted a typographical error on the September minutes stating that Mr. Gebhardt had made the motion to adjourn. Mr. Rinaldi then noted there was a typographical error in Mr. Craft's last name as well.

Mr. Rinaldi moved to pass the minutes as amended, which was seconded by Mr. Warner and passed unanimously.

4. **FINANCIAL REPORTS**

Mr. Keeler presented the Treasurer's and Financial Reports for September and October 2008, stating that there was no significant activity other than the expense reimbursement for Enterprise Zones. All regular interest was accrued during this period.

Mr. Gebhardt asked Mr. Keeler about the expenditure in Promotion asking if it was the Celebration of Business. Mr. Keeler stated that the \$2,000 was the Celebration of Business, which occurred on October 2, 2008.

Mr. Rinaldi moved the financial reports be accepted; the motion was seconded by Mr. Warner and passed unanimously.

5. **PRESENTATION**

Mr. Keeler introduced Mr. Westphal, a partner with Goodman & Company, who would present the FY 2008 Audit Report. Mr. Westphal gave an overview of the audit process and the reviewed the audit Mr. Westphal cited that the significant activity in FY 2008 was the transfer of \$500,000 to the James City Service Authority for the Stonehouse Water Tower.

Mr. Warner made a motion to pass the FY 2008 Audit Report as presented, which was seconded by Mr. Tingle.

6. **DISCUSSION ITEMS**

a. 2009 EDA Chairs/Liaisons

Mr. Tingle led a brief discussion on the slate of liaisons for the 2009 EDA based on EDA Directors' interests. Mr. Tingle stated that he had been asked to accept a position on the James River Commerce Center Architectural Review and Mr. Rogers stated that at a Board of Trustees meeting on November 19, 2008 that Mr. Tingle had been appointed. Mr. Warner said he would once again be interested in Budget Committee Chair. Mr. Gebhardt stated he would once again like to be the Planning Commission Liaison. Mr. Craft said he

was still interested in being the JCCTI/HRTC Liaison. Mr. Tingle communicated that Ms. DuBois had expressed interested in remaining the liaison for Economic Development of Rural Lands and Mr. Rinaldi cited that he would like to assist Ms. DuBois until the end of his term. Mr. Gerhardt expressed he would be happy to fill in where he was needed, specifically in the vacancies left by Ms. Hartmann.

Mr. Tingle stated that during the December 2008 work session the final slate of officers and liaisons would be discussed and approved.

7. REPORTS

a. Board of Supervisors Liaison

Mr. Kennedy briefly discussed the Steering Committee's progress and also mentioned the position taken by the Greater Williamsburg Chamber and Tourism Alliance at Monday's Steering Committee meeting on Economic Climate.

Mr. Kennedy also stated that he felt the BOS would heavily discuss this Comprehensive Plan, which is something that did not occur in 2003 when no changes were made.

b. Planning Commission Liaison

Mr. Gebhardt stated that the Comprehensive Plan Update was currently being completed and that most efforts are being devoted to this task.

Mr. Gebhardt also stated that he had the opportunity to attend an existing industry visit for David A. Nice Builders/Nicewood Enterprises and that they were thankful for the EDA support they have received recently during their expansion. Mr. Gebhardt expressed that Mr. David Nice had experienced some frustration with the permitting process. Mr. Gebhardt stated that Ms. Brittle indicated that she would look into the concerns expressed by Mr. Nice.

Mr. Gebhardt led a brief discussion on the business facilitator position and said a proactive position was best. Mr. Tingle stated that the Business Climate Task Force had envisioned the business facilitator position to be an evolving one.

c. Comprehensive Plan/Steering Committee

Mr. Tingle, who is on the Steering Committee, provided an update on what occurred during the first "Economic Climate" meeting of the Steering Committee. Mr. Tingle stated that Mr. Rinaldi, Mr. Gebhardt, Mr. Gerhardt, and Mr. Warner were all in attendance and that Mr. Rinaldi had presented the EDA's thoughts.

Mr. Tingle stated that it was a challenging schedule for the Steering Committee, but that they were dedicated to staying on track. Mr. Tingle also stated that items for review were posted on www.jccplans.org.

Mr. Kennedy asked Mr. Tingle what he thought of the amount of people on the Steering Committee and Mr. Tingle said it was an interesting mix of individuals and that it assisted in providing healthy discussion. Mr. Tingle stated that milestone decisions were based on vote not consensus.

d. Technology Business Incubator

Mr. Craft stated that exciting things were happening at JCCTI. Following the business plan competition sponsored by Hampton Roads Technology Council, there were three clients in the incubator including Titan Athletic Group (TAG), which could potentially be the poster child of incubator success.

Mr. Craft also briefly discussed his attendance at the Virginia Business Incubator Association annual conference in Staunton, VA. He stated that it was an enlightening and education experience.

Mr. Craft discussed how many of Virginia's successful incubators were tied to universities and said that we should focus on quality incubator clients rather than quantity.

TAG will be meeting with Mr. Craft to discuss how the EDA can assist in the coming months. Mr. Taylor added that TAG will present at the December EDA work session. Invitations to the two other clients are also being extended.

e. Economic Development in Rural Lands

In Ms. DuBois' absence, Mr. Rinaldi stated he was encouraged about economic development in rural lands stating that agritourism and ecotourism were a perfect fit for the area.

Mr. Kennedy mentioned his desire to encourage sustainability in school lunch programs in the area citing it was important for food to go from "farm to table."

f. Business Climate Task Force

Mr. Rinaldi noted that an update would be provided from Mr. Allen Murphy, Principal Planner, on the progress from the BCTF at the December Work Session.

8. OTHER BUSINESS

a. RAISE Update

Mr. Rinaldi led a brief discussion on the Newport News Williamsburg Airport including the continued process for RAISE.

Mr. Taylor said that Mr. George Consolvo was in the process of finalizing the revised contract and that there was an upcoming meeting on November 24, 2008.

b. Williamsburg Jamestown Airport Study

Mr. Rinaldi stated that he did not know many of the faces around the room and asked for brief introductions. Mr. Rinaldi then introduced Mr. Tucker Edmonds, who is chair of the Williamsburg Jamestown Airport Study.

Mr. Edmonds reviewed the process of the airport study and estimated that approximately 75% of the study had been completed and that a public comment had taken place on October 31, 2008. Mr. Edmonds summarized that the airport study had several goals including looking at aviation demands and trying to find the best means for serving general aviation in the area. A recommendation will then be formed for the BOS and then the BOS will make the final decision.

Mr. Edmonds then responded to several questions from the EDA about the airport including questions about infrastructure, future possible expansions and the need for general aviation in the area. His comments were summarized as that the airport was necessary in the area because it assists infrastructure.

c. Stonehouse Charrette

Mr. Rinaldi led a brief discussion on Stonehouse Commerce Park (SCP), which recently had a charrette to show the opportunities available. Mr. Rinaldi stated that SCP could be a future player in the economy of JCC with its large area of land to develop.

Mr. Page stated at this point SCP is only a third developed. He also stated that marketing was going to be essential for future success.

d. Workforce Housing Update

Mr. Warner provided an update on the Workforce Housing Committee he is on and stated that they will be providing a presentation to the Steering Committee in January. He also stated that this was the best opportunity in quite some time for change to actually occur.


9. OED STAFF REPORTS

Mr. Yavorsky provided a brief update on activity in the OED including working on a County-wide efficiency study and also County-wide budget cuts preparation.

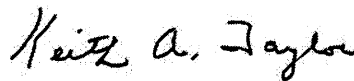
Mr. Yavorsky fielded several questions about the effects of budget cuts including that all out-of-state and non-essential travel has been suspended at this time.

10. ADJOURNMENT

There being no further business, Mr. Warner made a motion to adjourn. The work session was adjourned at 10:15 AM.



Mark G. Rinaldi, Chairman



Keith A. Taylor, Secretary